# MANAGING MEETINGS COURSE

"Meetings are indispensable when you don't want to do anything." - John Kenneth Galbraith

Managing Meetings is a comprehensive training course designed to equip you with the skills needed to facilitate effective and efficient meetings. Learn how to structure agendas, prepare for meetings, delegate responsibilities, and manage time effectively. Understand how to ensure that everyone's ideas and opinions are heard and valued. Explore practical solutions to common meeting problems, including balancing diverse personalities and staying on track. Develop confidence to facilitate productive conversations and productive outcomes. With this course, you will master the art of meeting management and be able to create successful meetings every time!

**Key Course Content:**
- Understand what goes wrong in a meeting and why.
- Develop an effective process for conducting future meetings.
- Define and achieve desired outcomes.
- Create levels of trust to encourage open communication
- Allow everybody to be heard and not just the usual suspects
- Ensure that meetings start on time and stay on track.
- Tips and ideas to ensure the chairperson is fulfilling their role
- Bring the meeting back on track when it's heading in a different direction to the agenda
- Communicate and follow up the agreements reached and tasks delegated.

**Target Audience:**
The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.

**Duration:**
This course is available as a 1-day course or a truncated half-day course.

**Delivery:**
This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.

**Group Size:**
We recommend a group size of 4-10 people.